

Relocation Schedule and Logistical Arrangements

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the upcoming relocation of our office to [New Address]. Below is the schedule and logistical arrangements for the move:

Relocation Schedule

- **Date of Move:** [Insert Moving Date]
- **Time:** [Insert Starting Time] to [Insert Ending Time]
- **Moving Company:** [Insert Company Name]

Logistical Arrangements

We have made the following arrangements to ensure a smooth transition:

- All furniture and equipment will be packed and labeled on [Insert Packing Date].
- IT equipment will be handled by [Insert IT Company Name] to ensure proper setup at the new location.
- Parking details for moving trucks are as follows: [Insert Parking Instructions].
- A team meeting will be held on [Insert Date] at [Insert Time] to discuss the moving process and address any concerns.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]